

EXHIBIT 9

Athlete Membership Process

Items you should have/know available so you can complete this process:

- First and last name of all athletes who are returning members
- First and last name of all athletes who are new to your gym
- Gym mailing information.
- Email address that will be checked.
- Credit card information to make payments for athlete membership.
- In addition to the gym address, phone number and email address, you should have your credit card information readily available. *Email address entered will receive payment confirmation, so please ensure this information is going to the right person.

A few key reminders:

- All items listed in “quotations” are the links or tabs that you will click on. All links/tabs are listed in the blue bar.
- This outline should provide you all the directions you need to enter your athletes. If you have any questions please contact Casey Winn at cwinn@usasf.net or 901-387-4336.
- DO NOT CLICK THE BACK BUTTON
- It is highly recommended that you enter the teams and athletes for your ENTIRE gym; however, only those members who are competing at the 2011 Worlds Competition are required.
- If you need login and password information please contact Angela Bruno-Jones at ajones@usasf.net.

Update Team Information:

- This will also enter you into the Nfinity Cup Race!
 - To make the process easier you should ensure teams are updated with the correct team names, size, division, etc before starting to enter/update your athletes.
1. Click on your Gym Name
 2. Scroll down and click on “Teams” Tab
 - a. If this team (and/or most of the members) attended Worlds last year (even if a different division, or different team name)
 - i. Click on “Edit” Team
 - b. If this team did not attend Worlds last year
 - i. Click “Add” Team
 3. Enter the Team Name, Division, Division Type, Division Size, and Division Level.
 4. Click “Add Team” button
 - a. This will bring you back to your starting page; you can click “Teams” again if you would like to add another team; or click “Athletes” and follow the steps below.

Update Athlete Information:

- **New Athletes** are athletes who did NOT attend Worlds WITH YOUR GYM last year;
Renewal Athletes are athletes who attended the Worlds Competition last year.

New Athletes:

- 1) Log into your gym profile
- 2) Click on your gym name
- 3) Click on "Athletes" tab
- 4) Click "Add Athlete"
 - a. Select # of new athletes to be added from drop down box
 - b. Click "Get Bulk Form" to add athletes
 - c. Enter first and last names for all new athletes
 - d. Click "Add Athlete" at bottom of page to save athletes names
- 5) (When completed adding all new athletes) Click on "Athletes" tab again
- 6) Assign all NEW athletes to Worlds team
 - a. Click on "Update Teams" to save information
- 7) Click on "Athlete" tab
- 8) Click on "Renew Athletes"
 - a. This will show you a list of ALL your athletes
 - i. Ones in **RED** = NEW athletes
 - b. Check the box of all athletes who are attending worlds
- 9) Click "Renew Athlete" at bottom of page
- 10) Enter payment information
- 11) Click "Process Payment" only once
- 12) Log out (to save information)
- 13) Log back into your gym profile
- 14) To verify member number
 - a. Click "Team" tab
 - b. Click team name
- 15) To verify membership date click "Athlete" tab

Renewal ONLY Athletes:

- 1) Click on "Athletes" tab
- 2) Click "Renew Athlete"
 - a. This will show you a list of all athletes
 - b. Check the box of all athletes who need to be renewed
- 3) Click "Renew Athlete" at bottom of page
- 4) Enter payment information
- 5) Click "Process Payment" only once
- 6) Log out (to save information)
- 7) Log back into gym profile
- 8) To verify member number
 - a. Click "Team" tab
 - b. Click team name
- 9) To verify membership date click "Athlete" tab